



The City of Santa Clara California



EMPLOYMENT OPPORTUNITY

SENIOR ELECTRIC UTILITY ENGINEER (PROTECTIVE RELAYING) #20-11-02-730A Open/Promotional

MONTHLY SALARY RANGE:

\$ 9,574 - \$11,630 (Longevity Pay up to \$ 12,216)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

Minimum Requirements: Candidates must possess one of the following education and experience requirements.

- A Bachelor's degree in electrical Engineering from an accredited college or university **and** Three (3) years experience in electric utility engineering work **or**
- A Bachelor's Degree in Engineering from an accredited college or university **and** Four (4) years experience doing electric utility engineering work

Possible Substitutions:

- Candidates may substitute ten (10) years experience doing electric utility engineering work **and** Proof of receipt of an Engineer-In Training certificate in lieu of a Bachelor's Degree in engineering
- A Master's Degree in electrical, mechanical or civil engineering from an accredited college may be substituted for one year of experience
- Candidates from a non-accredited college or university must demonstrate equivalency by registration as a professional electrical, mechanical or civil engineer in the State of California

Desirable Qualifications:

- Five or more years Power System Protection and Control Experience
- Possession of a certificate of registration as a Professional Engineer
- Knowledge of SEL and GE electronic relay logic equations and settings

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE(S) AND OTHER REQUIREMENTS:

- Possession of a valid Class C California Driver's license is required at time of application and for duration of employment
- A medical examination will be required prior to appointment.
- Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.
- Required to pass initial & periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State and/or industry security requirements
- May work unusual hours in emergency situations, or while acting as duty supervisor outside regular working hours, or at other than regular job site

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

An incumbent in this position will be assigned protective relaying work in generation, transmission, distribution, substation, and other facilities of the Electric Utility Department. Other electric utility engineering work may be assigned as necessary, including the responsibilities of other Senior Electric Utility Engineer classifications.

APPLICATIONS:

An "on-line" Employment Application and Supplemental Application can be downloaded from the following website address:

http://santaclaraca.gov/hu_resources/hr_employ_app.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

PREFERRED FILING DATE:

NOVEMBER 9, 2011

Incomplete application packets will not be accepted. Application packets include: 1) **Completed Employment Application**, 2) **Supplemental Application**, 3) **Current resume** and 4) **Letter of Interest and Intent** must be received by the Human Resources Department, City Hall, West Wing-Lower Level, 1500 Warburton Ave., Santa Clara, CA 95050 no later than the preferred filing date/time of 4:00 p.m. Wednesday, November 9, 2011 to receive first consideration for the screening process. FAX number is (408) 247-5627 and Website: www.santaclaraca.gov

September 28, 2011

DATE OF ANNOUNCEMENT

20-11-02-730A

RECRUITMENT NUMBER

AN EQUAL OPPORTUNITY EMPLOYER

SENIOR ELECTRIC UTILITY ENGINEER (PROTECTIVE RELAYING) # 20-11-02-730A (continued)

EXAMINATION WEIGHT/DATE:

| | | | | |
|------------------|-----|-------|-----|------------------|
| Oral Examination | --- | 100 % | --- | To Be Determined |
|------------------|-----|-------|-----|------------------|

Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment. Permanent City employees who pass the exam process will have (5) preference points added to their final score. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: The theory and practice of electric utility generation, transmission, substation and distribution protective relaying; The theory of electric utility operation (i.e. generation, transmission and distribution of three phase alternating current power); The engineering principles, practices, procedures, materials and equipment used in the planning, design, cost estimation, technical and economic analysis, construction, operation, repair and maintenance of electric utility generation, substation, transmission, distribution, street lighting, metering and other facilities; Principles of supervision and personnel administration; Common workplace safety practices and procedures.

Ability and Skill to: Understand and follow oral and written instructions; analyze engineering problems, calculate and report solutions; Communicate clearly and effectively both orally and in writing by using correct English grammar, spelling and punctuation; Effectively interface with the general public including customers and other City employees; Establish and maintain a cooperative working relationship with those contacted in the course of work including the general public; work in a team-based environment and achieve common goals; Walk or stand for extended periods of time; Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties; Effectively handle multiple priorities, organize workload and meet deadlines; Perform all of the essential functions of the job assignment.

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Plans, directs, coordinates and performs or assists in the planning, design, analysis, study, construction, equipment installation, and operation of the electric utility protective relay systems, including: generation, substation, transmission and distribution, supervisory control and other relaying projects; Prepares, conducts, analyzes and assists in testing protective relay equipment and systems for the City Electric Utility; Directs, prepares or assists in the preparation of protective relaying standards, layout and construction drawings, equipment specifications and design procedures; Formulates, prepares or directs preparation and recommends general operating procedures, guidelines, and operating manuals for protective relaying systems; Prepares or directs the preparation of necessary reports; Provides customer assistance and information to other City Departments on technical matters relevant to electric utility operation; May act as resident engineer during project construction, major maintenance activities or significant studies/projects of a similar nature; May assist in the preparation of the Department budget; Does related work as required.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at [Benefits Unit #4](#) or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



City of Santa Clara



SUPPLEMENTAL APPLICATION

Senior Electric Utility Engineer (Protective Relaying), #20-11-02-730A

PREFERRED FILING DATE : NOVEMBER 9, 2011

Name (Last, First, Middle): _____

As specified in the job announcement, **all applicants must complete this Supplemental Application** in order to be considered for this position. This questionnaire is designed to assist in evaluating your qualifications for this position; therefore it is to your advantage to be as **specific, complete, and clear** as possible. Your answers to these questions, along with the rest of your application materials, will be used to help select the **most qualified candidates** who will continue in the selection process. Applications submitted without **complete answers to all questions** in this Supplemental Application will be **automatically disqualified**. A résumé or Letter of Interest and Intent will not be accepted in lieu of the Supplemental Application.

Respond fully to each question, describing your specific relevant education, training, and/or experience. **Responses must be typewritten** (word processed) and limited to one 8 ½" X 11" page per question (font size no smaller than Arial 10-point); any information that exceeds the one page per question will not be considered. Please **sign this document** below and submit it along with all completed application materials to: City of Santa Clara; Human Resources Department; 1500 Warburton Avenue; Santa Clara, CA 95050.

I – Education

1. Undergraduate Degree: _____ Year: _____
Institution: _____
2. Graduate Degree: _____ Year: _____
Institution: _____
3. Other Degree: _____ Year: _____
Institution: _____
4. Other Degree: _____ Year: _____
Institution: _____
5. Continuing Education:
 - a) Degree: _____ Year: _____
Institution: _____ Units/Hours: _____
 - b) Degree: _____ Year: _____
Institution: _____ Units/Hours: _____
6. Registration / Certification
 - a) Engineer-In-Training Certificate Number: _____
 - b) Professional Engineering Registration Number: _____
State: _____ Expiration Date: _____

Professional Affiliations:

- 1.
- 2.
- 3.

SENIOR ELECTRIC UTILITY ENGINEER (PROTECTIVE RELAYING) # 20-11-02-730A

(continued)

4.

City of Santa Clara
Supplemental Application
Senior Electric Utility Engineer – Protective Relaying

II – Training and Experience

- 1) Please describe the professional training and coursework that you have successfully completed that prepares you for the duties and requirements of a Senior Electric Utility Engineer – Protective Relaying. Please include course title, college, university, or agency attended (include manufacturer's or industry sponsored seminars/courses), hours completed and dates the courses were taken.

- 2) Please describe your work experience in the area of electric system protection installation, testing, and operation. Include work on electric generation, transmission, substation, and distribution power systems.

- 3) Please describe your Electric Engineering work experience in the area of electric system protection design, relay specification and application. Include work on electric generation, transmission, substation, and distribution power systems.

- 4) Please describe any additional work experience you have with the following components or systems.
 - a) Electronic Relay configuration (please specify type of relays)
 - b) SEL Logic analysis
 - c) Supervisory Control (SCADA) and remote relay configuration & analysis
 - d) Review and analysis of Customer Owned Protection Schemes
 - e) Power Quality Analysis
 - f) Knowledge of specific / specialized tools and applications.
 - g) Metering and Control Systems.

- 5) Please describe your Supervisory / Team Leader work experience.

With my signature below, I affirm that my responses to the above questions are true to the best of my knowledge. I further understand that providing false or misleading information is grounds for disqualification from the examination process or termination after employment.

SIGNATURE

DATE